

Recommended Changes in Personnel Policies

January 6, 1977

1. Add additional Holiday - Veterans Day
2. Personal leave days:

This is intended to clarify the accumulation and use of personal leave days.

All employees will use a calendar year (January 1st to December 31st) to accumulate days.

Personal leave days are accumulated at the rate of 2 days per quarter beginning with the first quarter after probation (per calendar year).

3. Vacation Days

First six months of employment, vacation days are accrued as follows:

3 months employment:	2 days
4 months employment:	2 days
5 months employment:	1 day
	<u>5 days total</u>

Employees of over six (6) months earn vacation days as follows:

	2 weeks vacation 6 mos. - 3 yrs empl.	3 weeks vacation over 3 yrs. empl.	Personal over probati
January 1	3	4	2
April 1	3	4	2
July 1	3	4	2
October 1	<u>1</u>	<u>3</u>	<u>2</u>
	10 days	15 days	8 days

PART TIME STAFF:

People working less than 30 hours/week are entitled to three (3) personal leave days at their regular rate of pay.

People working less than 30 hours/week are entitled to the same number of vacation days as full time staff at their part-time rate of pay.

Part-time staff receive all paid holidays. However, they will be expected to work their regular amount of hours in a holiday week unless otherwise indicated by the Executive Director.

TEMPORARY STAFF:

Temporary staff, part or full time, have no benefits unless stipulated otherwise by the Executive Director.

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